

Outreach and Communications Intern for Executive Development



Project Title	Outreach and Communications Intern for Executive Development
Project Summary	The Outreach Communications for Executive Development will support the SES CDP program which prepares GS14's and above to become SES eligible. For the most part the Program communicates and disseminates information by way of SharePoint and we are looking to modernize and expand our approach. With
Country	United States

Project Description

The SES CDP at the United States Department of State Office of Civil Service Human Resource Management is looking for a creative, tech savvy intern to help us modernize and increase the flow of communication and information to Program participants by way of an E-Newsletter and social media. The intern will also edit, proof read, procure content for articles, edit videos and create infographics.

Required Skills or Interests

Skill(s)

Design thinking

Additional Information

Additional Skills:

Video editing

Researching and procuring leadership and coaching articles and resources

Updating SharePoint Site to include: photos and video recordings

Uploading and videos to SharePoint

Maintaining photos and videos on SharePoint

Designing layout of E-Newsletter

Proofreading and Editing submissions for the e-newsletter

Language Requirements

None